Michaela Community School
GOVERNING BODY MEETING
Minutes of meeting Monday 25th March 2024

Date and time:	**Location**:
Monday 25th March 2024, 5.30pm	Meeting held remotely via Zoom

Attendees:		
Name	**Present**	**Role**
Chidi Amadi (CA)	Present	Governor (Chair)
Sharon Brittan (SBri)	Apologies*	Governor (Vice Chair)
Pia Decarlucci (PD)	Apologies*	Governor
Mohsin Drabu (MD)	Present**	Governor (Finance)
Katharine Birbalsingh (KB)	Present	Head Teacher
Katie Ashford (KA)	Present	Staff Governor
Iskander Fernandez (IF)	Did not attend	Parent Governor
Adeyemi Fasogbon (AF)	Apologies	Parent Governor (Careers)
Matthew Godfrey (MG)	Present	Governor (Careers)
Rebecca Williams (RW)	Apologies	Governor
Lundi Nyoni (LN)	Present	Governor (Finance)
Daniel Hall (DH)	Present	Governor
Stephanie Ting (ST)	Apologies	Governor (Safeguarding, SEND)
Brett Williams Yale (BWY)	Not required	DHT
Ali Mansfield (AM)	Present	Clerk

No.	FGB Items	Action
1.	**Welcome and apologies** CA welcomed governors to the meeting. Apologies were received and accepted from Sharon Brittan, Pia Decarlucci, Adeyemi Fasogbon, Rebecca Williams and Stephanie Ting. Iskander Fernandez did not attend, no apologies received. *SB and PD attempted to join the meeting but had connectivity issues. **MD joined the meeting at item 5. Six of the thirteen governors were present throughout so the meeting was quorate.	

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2.	**Declaration of Business Interests** ***Governors to declare any changes to the register of business interests:*** No changes to the register were declared. AM confirmed that completed declarations for 23/24 had been received from all governors. ***Governors to declare any conflicts of interest for this agenda:*** No conflicts of interest were declared. ***Governors to declare any gifts or hospitality received in their role as a governor of MCS:*** None declared.	
3.	**Minutes of last meeting (18th December 2023)** ***To agree the minutes of the previous meeting:*** The minutes of the meeting held on the 18.12.23 were agreed as an accurate record. ***Matters arising not covered elsewhere on this agenda:*** None.	
4.	**Safeguarding Report – Katie Ashford** There are currently 5 pupils on Child Protection Plans, none on Child in Need Plans. There are a few other children who are being monitored internally. There is currently one Looked After Child. The school continues to work closely with external agencies. Safeguarding training for staff is up to date.	
5.	**Finance – Report from Finance Manager** <u>Budget position at Month 5</u> Governors noted that income was £236K positive to budget (9.76%). Included in this amount was £144k additional funding from government, £13k additional interest and £34k insurance claim for legal fees. Expenditure for the period was £116k above budget (4.69%), explanations of variances were provided in the written report from the Finance Manager and on the budget report. At 31.01.24 there was a surplus of £65,759 against a forecast deficit of £54,770. <u>Trial Balance:</u> System generated TB circulated and noted by governors. <u>Cash Balances at 31.01.24:</u> Current Account - £25,000.00 Reserve Account - £1,119,746.48 35 Day saver - £771,488.69 **Total – £1,916,235.17**	

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Cash Flow:
Report circulated and noted by governors.

Catering account to 31.12.23:
Catering account was circulated to governors. It was noted that there was a small deficit of £1400 for the year to date, but this loss included the cost of meals for visitors and for staff.

Pupil numbers:

Year 7	120
Year 8	123
Year 9	125
Year 10	122
Year 11	117
Year 12	66
Year 13	52
Total	725

School Resources Management Self-Assessment Tool (SRMST):
This was checked and approved for submission by Finance Governors, copy provided with meeting papers.

Lunch debts:
There was £2587 in lunch arrears as of 20.03.24, Office Manager was confident that the majority of this would be recouped.

Contacts for renewal:

- **Preventative Maintenance:** It was only possible to obtain two quotes although other companies were approached. Governors **APPROVED** the Operations Manager's recommendation to continue with NG Bailey for a further 3 years, noting the good service and extremely competitive quote of £15808 per annum.

- **Cleaning:** The contract with Facilicom was a direct award procurement for 3 years with an option for a further 2 years. Facilicom are providing an excellent service, Governors **APPROVED** the Operations Manager's recommendation to continue with Facilicom for a further 2 years.

- **Energy:** Corporate tender via Northern Gas and Power was approved by Chair's Action as it was time sensitive. The 3-year contract will provide savings of around £46k on current year.

- **Printer:** Bac Office can offer savings of around £45k over a 3-year lease, there is a buy out fee of £8k of which the new company will cover £6k. Governors **APPROVED** the proposal to move to Bac Office for printer services.

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6.	**Risk Register** No changes required.	
7.	**Internal Controls Visit – 1 of 3** There were no high or medium priority recommendations. There was one low priority recommendation: ***The academy trust has savings accounts but does not have an Investment Policy.*** AM will write an Investment Policy and bring to the summer term FGB be for approval. There were four areas for consideration: 1. ***The functions of an audit committee are performed by the Full Governing Body. It was noted that there are members of staff who are members of the Full Governing Body:*** Clerk to minute that KB and KA attend as observers and do not take part in the vote to approve the annual accounts. 2. ***Relevant business and financial interests of members, trustees, and the accounting officer were not published on the academy trust's website. It was advised this was for current security reasons.*** This will continue to be the case for the foreseeable future. 3. ***The specimen signatory list does not include the Operations Manager who has expenditure authorisation limits listed in the Finance Policy & Regulations.*** Operations Manager will be added to the list. 4. ***It was advised that suppliers are contacted to verify bank details before they are input onto the financial accounting system but this could not be verified during the review.*** It will be recorded on the invoice when and by whom the bank details are checked. Governors **APPROVED** these actions,	
5.	**Admissions Policy** Governors noted that the Admissions Policy for 2025/26 was approved by Chair's Action, there were no changes. Consultation will take place in October 2024 for the 2026/27 policy (consultation takes place at least every 7 years).	
6.	**HT Verbal Report** School is proceeding as normal. There are no issues, despite the media attention, and parents remain supportive. Ramadan has gone well. The whole school sat internal exams in February, the results were as expected, there are no concerns. Year 11 are working relatively well, HoYs are doing a good job to prepare them for GCSEs in the summer. This week is trip day, with a variety of visits in London. Residentials for Years 7, 8 and 9 take place in the summer term. Five members of staff are leaving at the end of the year. It is	

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	increasingly challenging to recruit good staff as attitudes to work have changed post Covid. Induction training has been revamped to address this with new teachers. Visitors continue to be impressed by their experience of Michaela, some coming from as far afield as Australia. Significant work will be required to address issues emerging on the outside of the building where bricks have become porous allowing water to get in. Remedial works which have been tried in the past have not lasted. The Operations Manager is investigating a permanent solution, but this will be expensive, particularly as extensive scaffolding will be required. Q: Are there any particular reasons why five teachers are leaving? A: They are mainly leaving due to relocation. We have a young staff who eventually want to move out of London as they start families. Q: What is the staffing strategy moving forward to counteract the change in attitude to work among Gen Z? A: Training is key, we work hard to get new staff on board with the school ethos. This is going well so far, but is increasingly challenging because of the changing wider culture. A governor commented that staff retention is still strong, five leaving is not excessive. The HT commented that many staff move for promotion at another school. Confidential item discussed and minuted separately.	
7.	**AOB** ***10th Anniversary:*** It was noted that this year marks the 10-year anniversary of the opening of Michaela Community School. Governors were keen to mark the occasion, the HT suggested postponing any celebration events until the autumn term.	
8.	**Date of next meeting** AM to send Doodle Poll in the summer term.	